

# Membership Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Membership Coordinator's Name],

I am writing to formally request the renewal of my membership with [Organization's Name]. My membership ID is [Membership ID].

I have greatly benefited from being a member of your organization, and I look forward to continuing my association with [Organization's Name].

Please find attached the renewal fee of [Renewal Fee Amount].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]